

## APPLICATION FOR VOLUNTARY PARCEL MERGER

**Submission of this application does not imply approval of the proposed merger of contiguous parcels by the City of Fresno, Planning and Development Department. Application approval is based solely on compliance with the Government Code Section 66499.20<sup>3/4</sup> of the Subdivision Map Act and Fresno Municipal Code Section 12-1211.1. The proposed merger of contiguous parcels shall not adversely affect the public health, safety, or welfare.**

Applicant/Agent \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
(holder of fee interest or authorized agent)

Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Email Address (optional) \_\_\_\_\_

**(Attach additional sheets if necessary)**

### **LIST ALL HOLDERS OF ANY RECORD INTEREST FOR EACH PROPERTY PROPOSED TO BE VOLUNTARILY MERGED.**

Parcel APN and Address \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Email Address (optional) \_\_\_\_\_

Nature of Record Title and/or Fee Interest \_\_\_\_\_

Parcel APN and Address \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Email Address (optional) \_\_\_\_\_

Nature of Record Title and/or Fee Interest \_\_\_\_\_

Parcel APN and Address \_\_\_\_\_

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Nature of Record Title and/or Fee Interest \_\_\_\_\_

**APPLICATION FOR VOLUNTARY PARCEL MERGER**  
**Continued**

**In support of this Application for Voluntary Parcel Merger, we declare that the following is true and complete and shall be completed prior to the issuance and recording of the Notice and Declaration of Voluntary Parcel Merger.**

1. The merger will not affect any fees, grants, easements, agreements, conditions, dedications, offers to dedicate, or security provided in the connection with any approvals of the division of real property or lot line adjustment related to the property subject to voluntary merger; and,
2. The boundary of the merged parcel(s) is well-defined with adequate monumentation in existing recorded documents on filed maps; and,
3. The merger will not alter the exterior boundary of the parcels to be merged; and,
4. The document to be used to effect the merger contains an accurate description and Exhibit Map **(if needed)** of the exterior boundaries of the resulting parcel; and,
5. Owners, Trustees, or Beneficiaries having any record title and/or fee interest in the real property affected consent to the merger in the application, excepting those interests that are excepted from the requirements to consent to the preparation and the recordation of Final Maps under the provisions of the California Government Code Section 66436 (according to the terms, provisions, reservations, and restrictions provided for such consent).
6. I have/will notice by certified mail all public entities and/or public utilities with easements and/or rights-of-way on the parcels proposed to be merged with a copy of Government Code Section 66436 and a map drawing of the proposed merger.
7. The lots to be merged are legal parcels of record.

**REASON FOR VOLUNTARY PARCEL MERGER**

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FOR DEPARTMENT USE ONLY

DATE \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

APPLICATION FEE \$ \_\_\_\_\_ COUNTY RECORDATION FEE \$ \_\_\_\_\_ TOTAL FEE \$ \_\_\_\_\_

APPLICATION NO. VPM- \_\_\_\_\_ PZ NO. \_\_\_\_\_

# VOLUNTARY PARCEL MERGER

## Application Checklist

- ☐ **Completed Certificate and Declaration of Voluntary Parcel Merger**  
Signed by all owners and holders of fee interests, signature of beneficiary and/or trustee of any recorded deeds of trust, signature of any public utility and/or entity requesting right to sign. Each signature must be accompanied by a notary certificate, including list of all nonsignatory record holders.
- ☐ **Processing fee**  
Payment of fee pursuant to City of Fresno Master Fee Schedule.  
Voluntary Parcel Merger: \$950.00  
County Recording Fee: The City of Fresno will request the appropriate fee from the applicant prior to recording the necessary documents with the County Recorder
- ☐ **Preliminary Title Report**  
Dated within 60 days of the application submittal for each parcel subject to the voluntary parcel merger.
- ☐ **Exhibit A**  
A written legal description for each parcel prior to the merger. One original with the land surveyor's seal and signature and five copies.
- ☐ **Exhibit B**  
A written legal description of the parcels as proposed merged parcel. One original with the land surveyor's seal and signature and five copies.
- ☐ **Exhibit C**  
A scaled drawing (8 1/2 inch by 11 inch paper size) depicting the subject parcels prior to merger and after merger, the relationship to abutting parcels, and all public rights-of-way and/or easements.  
**NOTE: The Exhibit C map drawing, at the discretion of the City Engineer, may not be required for relatively simple mergers of parcels which are based upon clear and concise record data.**
- ☐ All required Exhibits have been prepared by a State of California Licensed Land Surveyor or State of California Registered Civil Engineer authorized to practice land surveying.
- ☐ **Record of Survey** (if required)  
If required by the Public Works Director and/or the City Engineer, a Record of Survey and monumentation shall be required to be provided to the City of Fresno for concurrent recordation with the Certificate and Declaration of Voluntary Parcel Merger.
- ☐ **Signature Authority**  
If the owners or trustees or beneficiaries with record title interests in the property to be merged is/are an entity such as a corporation, limited liability corporation, or limited liability partnership, in signing either the application or the Certificate and Declaration of Voluntary Parcel Merger, that entity shall either comply with Corporations Code Section 313 or provide other written proof of signature authority acceptable to the City of Fresno (e.g., articles of incorporation or formation, board resolution, operating statement).